




United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, D.C.		2. POSITION NUMBER EPES17018	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Deputy General Counsel	ES	0905	00	
4. Supervisor's Recommendation	Senior Deputy General Counsel	ES	0905	00	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Senior Deputy General Counsel		6. NAME OF EMPLOYEE Erik Baptist			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of General Counsel		g.			
c. Immediate Office		h. Employing Office Location			
d.		i. Organization Code C0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input checked="" type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Kevin S. Minoli, Acting General Counsel		d. Typed Name and Title of Second-Level Supervisor Scott Pruitt, Administrator			
b. Signature 	c. Date 5/12/17	e. Signature 	f. Date 5/12/17		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	f. Functional Classification Code
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 		j. Date 05/12/17
11. REMARKS					

Senior Deputy General Counsel

I. INTRODUCTION

This position is located in the Immediate Office of the General Counsel. The incumbent serves as Senior Deputy General Counsel. In this capacity, the incumbent provides expert legal advice and assistance to the General Counsel on a wide variety of complex legal issues, with a particular focus on issues arising in litigation and legislation pending before Congress. The Senior Deputy General Counsel reports to the General Counsel.

II. SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the General Counsel. Within this framework is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

HJ. MAJOR DUTIES AND RESPONSIBILITIES

Serves as Senior Deputy General Counsel and provides legal advice and counsel on litigation or legislative matters as they relate to the programs of the EPA and the policies and programs supported and advocated by Congress and the Administration in order to provide expert advice and recommendation to the General Counsel in the formulation of its legal policies.

Assists in the development of overall legal strategies, plans and policies of the Agency and in the resolution of any conflicts which may arise in the application of these policies in litigation and legislative matters.

Provides continuing and ad hoc studies to analyze and recommend solutions to highly urgent policy matters. Determines the existence of developments and trends which appear to significantly influence OGC's programs and recognizes the need for further studies, if necessary. Based upon analysis of trends and problems areas, recommends the development of new or modified methods, policies, procedures and programs.

Represents the General Counsel at all levels of government, including Federal, State, municipal and county agencies, as well as private industry and citizen groups. Provides information and advice concerning OGC activities and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels.

Attends conferences for and with the General Counsel, assesses the impact and subsequent relevance of all matters discussed and suggests to the General Counsel possible avenues of approach. Represents and speaks for the General Counsel at high level meetings and conferences involving key officials of other Federal agencies, State and local governments, and others. Presents the General Counsel's point of view and explains OGC

policies and programs. Makes presentations to professional groups, universities, and industrial associations. Incumbent may provide professional publications and papers analyzing recent developments in the law.

Reviews for the Office of General Counsel all pending legislative proposals, witness testimony for Congressional hearings and EPA responses to Congressional requests. Serves as the General Counsel's representative in advising on any new legislative proposal that affects EPA statutory authorities.

Reviews briefs, raising significant legal and policy issues that are prepared for filing in the Federal courts.

Performs other duties as assigned.

IV. QUALIFICATIONS

The incumbent must have an LL.B. or J.D. degree from an accredited law school; must be admitted to practice before the highest court of a State, U.S. territory, the District of Columbia, or the commonwealth of Puerto Rico; and must maintain active status as a member of the bar of one of these jurisdictions.